

**STEYNING GRAMMAR SCHOOL
ADMISSIONS POLICY FOR SIXTH FORM COLLEGE
DAY SCHOOL PLACES**

ADOPTED BY FULL GOVERNING BODY

INTRODUCTION

This policy will apply for admissions from 1st September 2017. It will be used during 2017/2018 for allocating places for September 2018. Admissions to Steyning Grammar School are regulated by the West Sussex County Council Admissions Policy set in accordance with the DfE Statutory School Admissions Code for 2017.

Admission to the Boarding School for Sixth Formers is addressed in a separate policy. There is no right of automatic transfer between the Boarding and Day School.

Admission to the Sixth Form College for day places will be from the School's Year 11 and students applying from other schools and colleges including international institutions.

Application Process and procedures

a) Applications for Sixth Form College Year 12 Day Places. The deadline for applications is 8th December 2017.

Applications for places in Year 12 are made directly to the school using the Sixth Form College Application Form. Applicants must achieve the Minimum Qualifying Standard (MQS) for the Sixth Form College.

The Maximum entry into Year 12 is 265. Priority is given to Year 11 members of Steyning Grammar School for September 2018.

The published admission numbers (PAN) for students entering the Sixth Form College from outside the school is as follows:

Year 12	Number of External Day Pupils	Number of Boarders
Sept 2018	A minimum of 20 students	A minimum of 20 students

After those external places have been filled, those who apply later will be offered provisional places assuming they qualify for entry. Applicants from Steyning Grammar School itself who initially opt to go to another institution and then change their minds may have to go on a waiting list if all places have been filled.

The MQS for applicants to the Sixth Form College for Sept 2018 are 5 GCSE passes at grade 4 or overseas equivalent (preferably including English Language and Mathematics). Most subjects require specific grades at GCSE to continue to specific Level 3 courses.

b) Admission Over and Under Age

In exceptional circumstances where there is a strong educational, developmental or social reason why a student should be educated out of their chronological year group, the Head may use his discretion to permit an application for a candidate who is over or under the normal age for their year group. The application will then be considered as though the applicant were the correct age for the year group for which an application is being made.

c) Over-subscription Criteria for External Students

Applications from internal candidates who meet the academic requirements are considered first. If there are more applicants satisfying the admissions threshold than places available then places will be allocated by applying the following criteria in the order set out below:

1. Looked After Children and previously Looked After Children: Applicants who are looked after by a Local Authority in England and Wales, in accordance with the Children Act 1989 (as amended).
2. Applicants who have a sibling who is currently a student at the School. This includes adopted children and those living in the same home under a recognised fostering arrangement. (Brothers or sisters may be half or step-siblings but must be living permanently at the same address).
3. Applicants residing within the School's catchment area. If outside the catchment area the straight line distance rule will be applied.
4. Applicants who are children of Steyning Grammar School employees.
5. Applicants who live outside the catchment area with brothers or sisters already at the school and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living at the same address)
6. Other applicants who live outside the catchment area.

d) Admission of Students with Statement of Special Educational Need

The admission of a student with a Statement of Special Educational Need will be administered through West Sussex Local Authority in accordance with the requirements of the Education Act 1966 Section 324 (5) (b) and Schedule 27 3 (3) and 3 (4) and the SEN Code of Practice (8:80-86 and 8: 125-134).

e) Admission into Year 13 or In Year Admissions

Places are occasionally available in Year 13. Applications for these places are made directly to the Sixth Form College. There is no guarantee that such places will be available in any particular year. Change of Exam Boards between A levels can be complex, transfer of BTEC National coursework and portfolio submissions may not be possible.

School Transport

There is a charge (currently £391 pa) for Sixth Form College students who travel by County Council Coaches. A termly instalment must be paid before a bus pass is issued. If your family is in receipt of Income Support, Family Credit or Job Seeker's Allowance, applicants will be eligible for free transport provided an assessment form is completed. If a student's family is on a very low income (ie below approximately £6,787 per annum for a family with one child) he/she may still qualify for free transport following an income assessment. "Transport to School – 16+" application forms will be issued in May 2018.

Subsidised rail travel is facilitated by the Sussex Student Card and reduced travel by bus for out of catchment area applicants using the "3in1" citizen's cards.

The School's primary designated catchment area is identified as equivalent to that for entry of students to Year 9. This includes the following main population centres – Steyning, Upper Beeding, Bramber, Small Dole, Henfield, Partridge Green, West Grinstead, Ashurst, Storrington, Thakeham, West Chiltington, Cootham, Amberley and Houghton.

Admission Procedure Outline

- Request for Prospectus/Application Form
- For external students viewing appointment for the Day School will be arranged, co-ordinated by the Sixth Form Administrator. Applicants will be invited to meet with Mrs SE Randall, Assistant Head/Director of Sixth Form College, or a member of the Sixth Form Leadership Team.
- All applicants must complete a Steyning Grammar School Sixth Form College Application Form to be submitted by 8th December 2017. For external applicants, on receipt of a fully completed form, the Sixth Form Office will formally request a Headteacher's reference, a copy of the latest school report for the student, and trial exam results or predicted grades.
- A written conditional offer for a Sixth Form College Day place will be made by Easter.
- External applicants are asked to confirm their intention to take up the place offered, either in writing, by email or telephone.

- Final subject choices are made in August/September on Registration Day in consultation with the Sixth Form College Management Team.

Updated December 2017

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